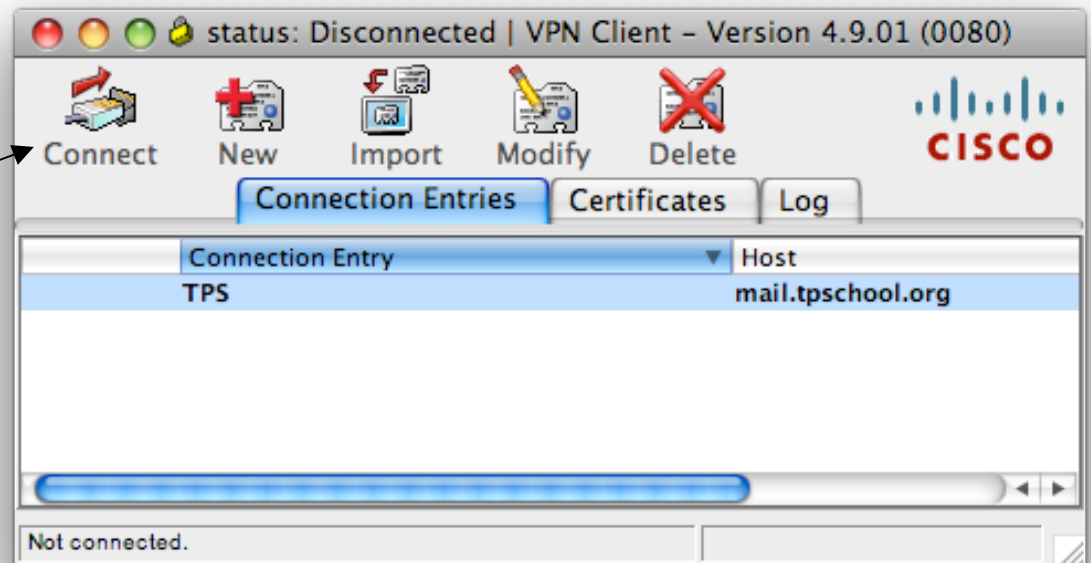


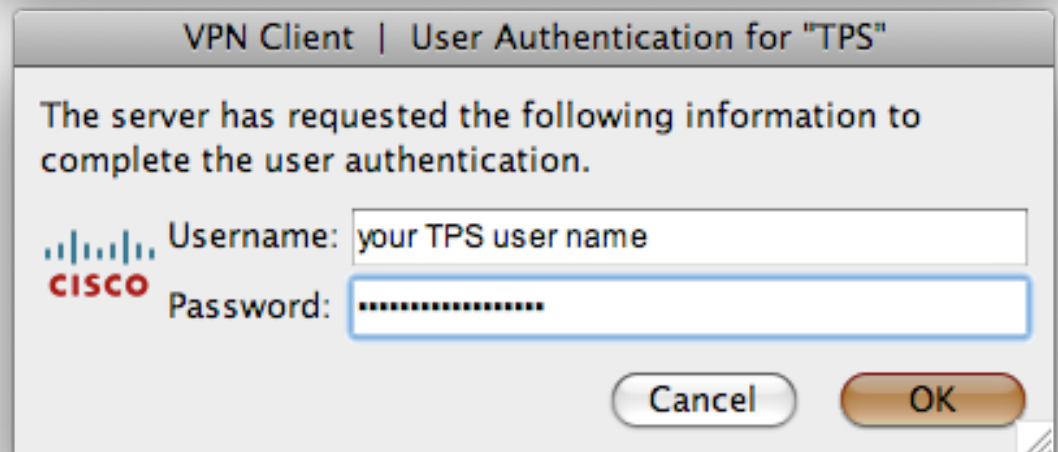
## Using Your VPN

1. Open the VPN client software in your Applications folder (alphabetically under 'V').

2. If the TPS connection is set up, you should see TPS in the connection entry list. Click on it then click the "Connect" icon.



3. Type in your TPS username (i.e. first initial, last name) and your TPS password. Be careful, as both are case sensitive.



**NOTE:** If you have typed either the username or the password incorrectly, the status will still say Disconnected.

4. Once the VPN client software has connected to TPS, you may connect to a server as if you were at TPS. The only difference is that you must use the server address (6 numbers), not the server's name.

*10.0.0.11 = fileserver*

*10.0.0.12 = students*

**HINT:** Depending on your internet speed, you may wish to copy the document you want to edit to your desktop, then copy it back and replace the original when finished.

5. Before quitting the VPN (or closing your computer), make sure to disconnect from the server like normal by dragging the volume to the trash or clicking the disconnect button in a Finder window.

6. Choose Disconnect from the VPN status menu.

7. Quit the VPN client software.

**NOTE:** If you receive this message when you first try to run the VPN client software, check that you have a proper Internet connection.

